

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> US EMBASSY	<b>2. AGENCY</b> DHS/TSA	<b>3a. POSITION NO.</b>
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☒ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	TSA PROGRAM ANALYST-105	FSN-9; FP-5	TO	4/19/2013
b. Other				
c. Proposed by Initiating Office	Program Analyst FSN 105			

<b>6. POST TITLE POSITION (if different from official title)</b> Program Analyst	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> Transportation Security Administration	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**

Transportation Security Administration (TSA) Representatives (TSAR) are responsible for developing and maintaining professional relationships, working closely with national level foreign government authorities and U.S. mission officials to promote consistency between international security standards, foreign government requirements and TSA regulatory programs at airports and other transportation modes.

The TSA Program Analyst/Operations Specialist performs a number of critical duties to establish and maintain the infrastructure necessary to support strategic and operational goals and objectives of the TSA Representative/Attaché office in accordance with the International Outreach Plan required by NSPD-47/HSPD-16. The incumbent performs a multitude of duties to include: interacting with all levels of host government and

mission officials; budget and fiscal management; office management and administration; operational planning and coordination e.g. TSAR travel, visiting U.S./Foreign delegations, meetings and conferences; and U.S./Host Country Federal Air Marshal Service Mission support and logistics.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

The incumbent of this position performs a multitude of functions and serves as the Program Analyst/Operations Specialist responsible for the full range of programmatic, budgetary and administrative activities that provide the infrastructure necessary to accomplish the regional mission of the Transportation Security Administration Representative. Duties and responsibilities include, but are not limited to, performing a wide variety of analytical and operational duties:

30% of time

A. The incumbent must independently maintain the operation of the office during period of frequent TSAR travel. As the primary representative for the TSAR, the incumbent must have advanced knowledge of complex regulatory material concerning transportation security, in particular, civil aviation security for both US and international standards. A strong background in interpersonal communication, diplomacy and tact, with a variety of personnel is required for this position. The incumbent must also be able to discern issues that require immediate action from those that can await the TSAR's return. Specific duties include attending and participating in all meetings i.e., executive office meetings, ICASS, Country Team, Visa Viper, Management, Official Visits/CODELS, meetings organized by other agencies requiring TSA presence, and meetings with senior level host Government and airport officials. This person meets and deals tactfully and effectively with a wide variety of personnel. This position deals with several different departments within the U.S. Embassy and Mission communities in Panama and officials from the U.S. Embassies throughout the TSA Representative's Area of Responsibility (AOR), which includes Panama, Belize, Honduras, Costa Rica, Guatemala, Dominican Republic, Nicaragua, El Salvador and Venezuela. The incumbent meets and contacts various high-ranking officials of the host country as well as a variety of senior airline officials. The incumbent's actions when interacting with high-ranking officials and industry have a significant impact on how the U.S. Department of Homeland Security is viewed at an international level, and could directly impact the Department's bilateral and multilateral relationships in the region.

B. The incumbent reviews, edits and prepares outgoing correspondence and reports, such as official TSA letters, memorandums, faxes and Department of State (DOS) Diplomatic Notes and cables. He/She is responsible for project management concerning researching, investigating, drafting, and editing of various products: National Information Reports (reviews of the National Civil Aviation Security Programs), Issue Papers, Talking Points, Situation Reports, Significant Action Reports; and news summaries concerning transportation security issues. This includes maintaining an archive, search and retrievable document management system (including cables) and managing the overall administrative quality control and assurance program.

35% of time

C. This position serves as the Operations Officer to coordinate Federal Air Marshal Service (FAMS) Missions throughout the Panama TSAR Area of Responsibility. He/She is responsible for project management and coordination of missions, weapons transfer/notification to Government and Air Carrier Station Managers, generating country clearance requests, and resolving any issues that may arise. Note: Panama City has an extremely large volume of Missions (actual volume is Sensitive Security Information). This position is also responsible for coordination of Missions in other countries within the AOR. The incumbent is on call 24/7 (and required to monitor non-duty time phone calls and emails with a TSA-issued Blackberry) to coordinate schedule changes between the TSA FAMS International Planning Branch, TSA FAMS Missions Operations Control and the police/host Government officials and airline management due to flight delays, cancellations or added Missions due to specific threats or incidents. Depending on the incident, non-duty on-call response actions may include replying to emails, conducting schedule logistics, coordinating medical treatment for FAMS, responding to the US Embassy and/or responding to an airport. He/She must have the ability to operate effectively during contingency operations, and support the TSAR during crisis management situations.

10% of time

D. This person organizes and plans official travel (arriving and departing) for TSAR; prepares authorizations electronically (on the FedTraveler website-the TSA travel management system), tracks all travel vouchers for the TSAR, and coordinates reconciliation with TSA Headquarters. Additionally, this position serves as logistics officer for official meetings and conferences for visiting U.S. and Foreign Dignitaries, Senior Department of Homeland Security and TSA leadership.

25% of time

2. Financial Management. TSA is a non-serviced agency for budget support within ICASS. Specifically, TSA does not subscribe to items, "6211 Budget and Financial Plans," or "6221 Accounts and Records." As such, approximately 25% of the incumbent's time is devoted to financial management duties. The incumbent serves as the focal point for all DHS/TSA budgetary information for the TSA Representative posted in Panama City, Panama. This includes budget forecasting, execution and tracking for the current and future fiscal years, as well as for all other "open" fiscal year data, including:

A. Provides advice and recommendations to the TSAR for budgetary actions; analyzes, administers, and projects, the potential effects of budgetary actions on regional program viability and attainment of world-wide program objectives.

B. Formulates budget estimates for the TSAR Office, including but not limited to, TSAR travel, office rent and utilities, equipment and supplies, entitlements payments (post allowance, educational travel, etc.); as well as personnel costs for the Program Analyst/Operations Officer position.

C. Develops cost-benefit analysis of proposed budgetary and program actions and advises the TSAR of the most advantageous course(s) of action.

D. Serves as the Procurement Agent for the TSAR Office, with responsibilities for initiating and approving all obligations for the office, identifying and negotiating with vendors, acceptance of goods and/or services, timely payment, and reconciliation of invoices with the annual budget. This includes responsibility for the procurement, maintenance and replacement of all goods and services to include Government owned vehicle maintenance and office equipment (e.g., copier, FAX, office phones, cell phones, and computers), office maintenance expenditures, and all other miscellaneous expenditures. In carrying out these duties the position has been delegated signing authority on behalf of the TSAR.

E. Monitors the execution of the TSAR's budget through review of financial documents and examination of accounting records and information provided by TSA HQs. This includes responsibility for verifying that all charges billed to the TSAR Office are appropriate and necessary, and coordinating with service providers to resolve discrepancies when they arise. The incumbent has full discretion to reprogram funds as needed within the allocated budget

F. Prepares quarterly budget reports and fiscal year end summary reports for the Panama City TSAR Office.

G. Provides planning and formulation of future TSAR budgets for review by HQ staff and incorporation into the world-wide TSAR program budget.

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education:

2 'A' Levels or a high school diploma, plus one year of college/university education, or equivalent academic qualification.

b. Prior Work Experience:

3 to 5 years of general office management work experience within a customer oriented environment. In addition, work experience involving: financial activities such as maintaining budgets, accounts or bookkeeping; project management and coordination; data management, involving with qualitative and quantitative analysis. The aforementioned experience to have been within law enforcement, aviation, the security sector or travel industry.

c. Post Entry Training:

TSA Mandatory On-line Training- IT Security Awareness Training, Sensitive Security Awareness (SSI), Intro to Civil Rights, Arab/Muslim Cultural Awareness, Guidance regarding the use of Race for Law Enforcement Officers, TSA Operations Security, Employee Conduct and Responsibilities, Classified National Security Information for TSA Employees, Respecting Privacy and Preserving Freedom. Acquiring knowledge of complex/technical regulatory material concerning transportation security issues with the TSAR's area's of responsibility: Panama, Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua, and Venezuela. Cable Management (SMART); Orientation of US Embassy Panama processes and procedures.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):  
English level 4 and Spanish level 4

e. Job Knowledge:

Strong knowledge of office management procedures and practices. A solid working knowledge of maintaining and monitoring budgets. A general knowledge of protocol and procedures within Panama and the Department of Homeland Security, and the Transportation Security Administration. An understanding of transportation security issues within the TSAR's areas of responsibilities: Panama, Belize, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua and Venezuela.

f. Skills, and Abilities:

Advanced proficiency with Microsoft Excel and Word, and basic computer skills in Microsoft PowerPoint and other tracking databases. Incumbent requires excellent verbal, writing and editorial skills. Must have the ability to operate effectively during contingency operations, and support the TSAR during crisis management situations. Ability to analyse qualitative and quantitative data, and filter information accurately and succinctly into reports/memos for TSAR. Ability to interpret and use independent judgment to filter cable traffic to the TSA office by analyzing the content and informing the TSAR of important issues and emerging trends. Employee must be able to relate financial activities (funding, obligations, liquidations, strip codes, etc.) to financial plans and budgeting requirements for prior and current years. Must be able to analyze and project future budgetary requirements for assigned operating allowances. Must be able to analyze complex issues or changes in TSA programs, relate them to TSA or financial requirements, and explain their ramifications (see below). Incumbent must demonstrate a high level of initiative and resourcefulness, and be able to work highly independently. Excellent interpersonal skills and ability to initiate and maintain working level contacts with all TSA relevant contacts (see Item 16.f). Tact and discretion are essential. A high degree of flexibility is required. Given the immediate impact of the TSA programs and operations, the incumbent must have a very high degree of professionalism and flexibility to plan and take proper action on short notice. Ability to research.

**16. POSITION ELEMENTS**

a. Supervision Received:

Supervisor provides general instructions explaining how to do only new, difficult or unusual aspects of the work. Employee is expected to use their own judgment and initiative to execute the task/project or program. The employee performs assignments independently without specific instructions and refers only unusual situations to the supervisor. The employee has the authority to amend, without approval, existing practices and procedures for their particular work area to increase productivity.

b. Supervision Exercised:

None

c. Available Guidelines:  
TSAR Handbook

d. Exercise of Judgment:

Considerable sound judgment is required in evaluating and assessing the validity of information impacting TSA and its related programs. Sound judgment is also required in managing complex issues and requires analysis to reach a logical solution. Discretion is an essential element in this position.

e. Authority to Make Commitments:

Routinely acts on behalf of Attaché/TSAR and has signing authority on TSAR's behalf. Must be able to independently plan, adjust and maintain workload.

f. Nature, Level and Purpose of Contacts:

Contacts with local police, Ministry of the Interior, Ministry of Transport, air carrier station managers and other senior aviation security officials, other Embassies and Consulates. Contacts with the Embassy community, senior level commercial (aviation/surface/rail/multi-modal transportation) community, and government authorities up to ministerial levels on behalf of the TSAR (see E. continuation page).

g. Time Expected to Reach Full Performance Level:

6 with USG directly relevant experience; 12 without USG directly relevant experience.

#### 14. Major Duties and Responsibilities (Cont.)

**% of time**

**% of time**

**% of time**